

OKLAHOMA WORKFORCE DEVELOPMENT ISSUANCE #01-2021, Change 1

TO: Workforce Development Board Chairs
Workforce Development Board Staff
Workforce Development Fiscal Agents

FROM: Don Morris, Executive Director

DATE: May 25, 2021

SUBJECT: WIOA Case Management and Common Exit

PURPOSE: The Oklahoma Office of Workforce Development (*OOWD*) as the Governor's Workforce Innovation and Opportunity Act (*WIOA*) administrative entity provides this issuance as guidelines under which Local Workforce Development Boards (*LWDBs*) must develop and implement procedures for the operation of the Period of Participation, Categories of Enrollment, Categories of Exits, Services, Career Services and Training Service Costs under WIOA. This guidance is to clarify various aspects of the operational parameters and specifications of these categories.

REFERENCES:

- The Workforce Innovation and Opportunity Act (WIOA) Section 116
- Federal Register/Vol. 81. No.161, Parts 677
- Training and Employment Guidance Letter (TEGL) No. 10-16, Change 1
- Training and Employment Guidance Letter (TEGL) No. 21-16
- Training and Employment Guidance Letter (TEGL) No. 17-19
- Oklahoma Workforce Development Issuance (OWDI) #02-2021

MESSAGE:

WIOA establishes Period of Participation, Categories of Enrollment, Categories of Exits, Services, Career Services and Training Service Costs requirements to assess the effectiveness of State and local areas in achieving positive outcomes for individuals served by the workforce development system's six core programs. These core programs are the Adult, Dislocated Worker (*DLW*), and Youth programs, authorized under WIOA Title I and administered by the U.S. Department of Labor (*DOL*); the Adult Education and Family Literacy Act (*AEFLA*) program, authorized under WIOA Title II and administered by the Department of Education (*ED*); the Employment Service program authorized under the Wagner-Peyser Act, as amended WIOA Title III and administered by DOL; and the Vocational Rehabilitation (*VR*) program authorized under Title I of the Rehabilitation Act of 1973, as amended by WIOA Title IV and administered by ED. WIOA requires states and direct grantees of the Departments to collect and report information on all participants.

RESCISSIONS
OWDI #01-2021

EXPIRATION DATE
Continuing



This Oklahoma Workforce Development Issuance (OWDI) provides guidance to the Oklahoma Works workforce development system on period of participation, categories of enrollment, categories of exit, services, career services and training service cost requirements for individuals served by the programs authorized under WIOA Title I programs established by section 116 of WIOA and the Training and Employment Guidance Letter (TEGL) No. 10-16, Change 1.

Period of Participation:

Every enrollment (*re-entry and exit*) is counted as a period of participation, even if it occurs during the same program year. Participants with more than one program entry may have multiple periods of participation in the same program year. Periods of Participation are periods of participation regardless of the performance measure.

For example:

- **Participation Begin Date** – September 2019 (PY19)
- **Date of Exit** – November 2019 (PY19)

- **Participation Begin Date** – March 2020 (PY19)
- **Date of Exit** – May 2020 (PY19)

In this example, the participant has two periods of participation during a single program year. Because both exit dates occurred within the same program year (*July 2019 to June 2020*), the participant has two periods of participation for PY19. Therefore, exit based performance indicators should be collected and calculated based off *both* periods of participation; separate outcomes will be based on the November 2019 and May 2020 date of exits.

CATEGORIES OF ENROLLMENT

1. Reportable Individual:

A reportable individual is an individual who engages with the workforce development community but does not meet the requirement to be a program participant. A reportable individual is someone who demonstrates an intent to use program services and meets one or more of the following criteria:

- Provides identifying information.
- Accesses the self-service system only.
- Only received information-only services or activities.

Reportable individuals are not included in the calculations for performance; however, certain information about reportable individuals is required to be reported in quarterly and annual WIOA reports. Collecting and reporting information allows for accurate representation of the number of individuals engaged with the workforce system. Reportable individuals are **not** considered participants in a program, so they do not “exit.”

2. Participant:

For WIOA Title I Adult, Dislocated Worker, TAA, and Title III Employment Services programs, a Participant is a reportable individual who has satisfied all applicable program requirements such as eligibility determination and who has received a service(s) other than a self-service or information only service or activity. A list of services that establishes participation is included with this issuance.

WIOA Title I Youth Participants: For WIOA Title I Youth, a Participant is a reportable individual who has satisfied all applicable program requirements for the provision of services, including:

- Eligibility Determination
- An Objective Assessment
- Development of Individual Service Strategy (ISS)
- Received on or more of the 14 WIOA Youth Program Elements.

Performance indicators are based on the experiences of participants during participation and post-exit therefore, state and local area negotiated levels of performance and sanctions are based on the outcomes of program participants.

CATEGORIES OF EXITS

1. Exit:

A common exit or an exit does not apply for a Reportable Individual. An exit is defined in the federal policy as occurring when an individual has not received a staff-assisted or an individualized qualifying services under WIOA Titles I, Title III, NDWG, JVSG, or TAA that do not result in the individual becoming a participant for at least 90 days, and no future services are scheduled in the Management Information System (MIS)-(OK JobMatch).

An exit for a Participant occurs on the date that is retroactive to the last qualifying consecutive, participant level service date (proceeding 90 days on the date of the last staff-assisted or individualized service which is the definition of participant-level services). The exit date is applied retroactively after a 90 day period without qualifying scheduled services, to the last day on which the participant has received a qualifying service (the date the last scheduled qualifying service was recorded accurately in the system). The date of exit cannot be determined until 90 days have elapsed since the participant last received services; furthermore, there must be no plans to provide the participant with future services. At that point, the date of exit is applied retroactively to the last date of service. For determining whether 90 days have lapsed since the participant last received services, do not include receipt by the participant of any self-service, information only services or activities, or follow-up services, as these services do not delay, postpone, or affect the date of exit.

2. Common Exit:

This is an auto-exit calculation applied by the MIS-(OK JobMatch) system and it is not a calculation applied by staff to set the exit date in the MIS-(OK JobMatch).

The common exits will occur automatically based on actual end dates of keyed services/activities. The case notes should support the last date of WIOA Staff assisted services provided with activity end dates that accurately reflect the actual last service provided. A participant will automatically system exit the program when they have not received a WIOA Title I, Title III, WP, or TAA service for 90 days. The exit date is the last date of service with no other qualifying services planned. A participant is only exited when all the criteria for exit are met for the WIOA titles I and III core programs, as well as any additional DOL-administered required partner programs to which the State's common exit policy applies in which the participant is enrolled.

In the event of a premature common exit, the participant will be required to re-enroll according to eligibility for a WIOA program. It is imperative for the local areas to ensure the Exit Report in the MIS is being utilized weekly to ensure there are no participants that are exiting the system prematurely.

The WIOA Title I and Title III core programs are:

- WIOA title I Adult formula program;
- WIOA title I Dislocated Worker formula program;
- WIOA title I Youth formula program;
- Wagner-Peyser Act Employment Service program.

Under a common exit, a participant must complete services from all programs in which the participant is co-enrolled in order to exit from the system.

The common exit requirement applies to the participants who are co-enrolled in the:

- Adult, Dislocated Workers, and Youth Programs (WIOA Title I)
- Wagner-Peyser Employment Service Programs (WIOA Title II)
- Jobs for Veterans State Grant (JVSG) program; and
- Trade Adjustment Assistance (TAA) programs.

This common exit requirement does not apply to participants who are co-enrolled in:

- Adult Education and Family Literacy Act (AEFLA) Program (WIOA Title II);
- Oklahoma Department of Rehabilitation Services (VR) (WIOA Title IV);
- National Farmworker Jobs Program;
- Senior Community Employment Program (SCSEP);
- Temporary Assistance for Needy Families (TANF); or
- Unemployment Insurance (UI).

The only way to prevent a system exit is to provide a consecutive qualifying participant level service that must be scheduled as a future planned services which are to be documented in OKJobMatch. This service **must** be appropriate for the participant and the case manager should conduct a needs assessment to ensure the service is meeting the client's needs. The common exit date for all programs in which the participant is enrolled will be retroactive to the last date of service (retroactively after a 90 day period), and the end date of the last qualifying service the participant has received.

The state has will not override common exit dates except in rare circumstances required to enter services for participants that have exited their respective programs. *(To illustrate, if a participant was exited by mistake due to a recent entered service upon the day of service which was entered with the wrong date, i.e. the date of the qualifying service was exited on 10/23/2020 but the case manager accidentally selected October 23, 2019 as a data entry error.)*

Upon exit, the local area or the state can enter a service. Entering services will not reinstate the client's active enrollment nor will it change the exit date. It is imperative for the local areas to adhere to the data quality control procedures in the data integrity policy and data requests to the state must follow these procedures. Please review the [OWDI #08-2017- Oklahoma Data Integrity Policy](https://oklahomaworks.gov/docs/2017/08/OWDI-08-2017-Data-Integrity-Policy.pdf)- for more details describing how to submit a database edit to correct a database entry error concerning the above example. (<https://oklahomaworks.gov/docs/2017/08/OWDI-08-2017-Data-Integrity-Policy.pdf>).

The Exit Questions, and the Outcomes in the MIS (OKJobMatch) are required for case managers to complete per participant. It is imperative to ensure the O*NET code has been entered into the participant's Exit Questions to ensure the participant's most recent or training related employment is listed. Please see *Attachment II-Exit Questions*.

2. Exclusionary Exit

An exclusionary exit occurs when a participant is not included in one or more performance calculations because they exit the program and stop receiving services for *one or more* of the following reasons:

- Has become incarcerated or becomes a resident at a facility providing 24 hour support, such as a hospital or treatment center.
- Has received medical treatment that is expected to last longer than 90 days
- Becomes deceased.
- Is a member of a military reserve unit and is called to activity duty for at least 90 days.
- Is in foster care and exits the program due to moving outside the participant's local area (*only applies to the Youth program*).

SERVICES

Common Intake Process and Co-Enrollment

A common intake process must be in place to better identify the needs of individuals in order to improve access and service to participants. Local policies must focus on coordinating services across partner programs, optimizing the use of resources, and preventing the duplication of services while supporting the Oklahoma Works goal of increasing the skills necessary to obtain employment. Co-enrollment of participants is encouraged when the individual will benefit from the services provided from multiple programs. A participant who receives career services or training services from multiple programs will be counted in the respective career services or training services denominator for all the programs from which they received services. TAA participants are required to be co-enrolled in the Title I DLW program.

Self-Service and Information-Only Services:

Self-Service and Information-only Services are services offered to the public, both virtually and in person, that are general in nature, not customized to an individual's needs, and do not constitute participation in a program. Individuals that receive these services are considered reportable individuals. Self-Service occurs when individuals independently access a program's information activities either at a physical location or remotely. Information-only services may be self-services those are not significantly staff assisted that provide readily available information and does not require a significant assessment of individuals' skills, education, or career objectives.

Career Services:

There are three types of career services: *Basic Career Services*, *Individualized Career Services*, and *Follow-up Services*. WIOA recognizes everyone may not need all types of career services or may need different types of career services at different stages in their career pathway. Therefore, there are no sequential requirements for the provision of career services. This provides the local areas and service providers with the flexibility to target services to the needs of the customer.

All career services must be made available to all individuals in at least one comprehensive one-stop center in each local workforce development area. Labor exchange services provided by Wagner-Peyser (WP) fall under *basic career services*. Wagner-Peyser staff must make all basic career services available in coordination with other one-stop-center partners and may provide individualized career services as needed. While basic career services are available to all participants, *individualized career services* are provided to participants in order to retain or obtain employment.

For WIOA Title I Adult, Dislocated Worker and Youth programs, TAA, NDWG, JSVG, and Title III Employment Service programs, participants who receive career service or training services from multiple programs will be counted in the respective career services or training services denominator for all programs from which they received services.

Follow-up Services:

Title I Adult, Dislocated Worker, and program participants who are placed in unsubsidized employment must be provided follow-up services. Follow-up services must be provided for no less than 12 months after the first day of employment. Follow-up services in the title I Adult and Dislocated Worker programs, in addition to the TAA program may begin immediately. Wagner-Peyser participants are excluded and they do not have a follow up component (as there is no required follow up per Wagner-Peyser) and in addition, there is not a case management policy for Wagner-Peyser only participants; and this includes the participants that are listed in the *Job Service/LE* registration that do not fall into JVSG.

Participants who have multiple employment barriers and limited work histories may need significant follow-up services to ensure long-term success in the labor market. Follow-up services do not trigger the exit date to change or delay the date of exit in performance reporting. The case managers must evaluate and determine which follow-up service would best suit the individual participant's need since it and the type of follow-up service needed may vary for each participant.

Because the date of exit is retroactive to the last date of service, follow-up services may begin immediately following the last date of service if it is expected that the participant will not receive any scheduled services other than follow-up services. If receiving employment related documentation during a follow-up service, it is imperative to ensure the O*NET code has been entered into the participant's Exit Questions to ensure the participant's most recent or training related employment is listed. *(Please view Attachment II for an illustration)*

For Title I Youth participants:

For the title I Youth program, follow-up services may begin immediately following the last date of service if it is expected that the participant will not receive any scheduled services other than follow-up services. Provision of follow-up services does not extend the date of exit.

- *Follow-up services* are critical services provided to help ensure the youth is successful in employment and/or postsecondary education and training.
- Once 90 days of no services, other than follow-up services, self-service, and information-only services and activities, has elapsed and the participant has an official exit date applied retroactively to the last date of service, the program continues to provide follow-up services for the remaining 275 days of the 12-month follow-up requirement.
- The 12-month follow-up **requirement** is completed upon one year from the date of exit.

Training Services:

Training services may be provided to all participants if it is determined, after an interview, an evaluation, or assessment, and career planning has been provided, that they are critical to the employment success of the participant. Training services must be provided through an Individual Training Account (ITA) or through a training contract. WIOA also provides enhanced access and flexibility for work-based training options, such as Registered Apprenticeships (RA), on-the-job training (OJT), customized training (CT), and incumbent worker training (IWT). For program specific requirements, reference the applicable program guidance available from the Oklahoma Office of Workforce Development.

CAREER SERVICES AND TRAINING SERVICES COSTS

Identifying Service Costs:

WIOA requires that costs for career and training services must be determined separately. Further, WIOA also establishes that administrative costs must not be included when reporting costs for career services and costs for training services. Services provided by a program must be reported regardless of whether the services occurred at an Oklahoma Works (*one-stop*) Center. A participant who receives more than one career or training service during the participant's period of participation is included in the denominator for the career or training services calculation only one time. The cost of all the career or training services the participant receives are included in the numerator. However, if a participant has multiple periods of participation during a program year, the participant will appear in the denominator for the career and training services calculations more than one time.

The following are illustrations of the calculations that will be utilized to identify Career Service Costs and Training Service Costs:

Career Service Cost Calculations

For Title I Adult, DLW, Youth programs: the Career Services cost is equal to the total expenditures for career services divided by the total participants receiving career services in the program.

$$\text{Career Services Cost} = \frac{\text{Total Expenditures for Career Services}}{\text{Total Participants receiving Career Services in the Program}}$$

$$\text{Total Expenditures for Career Services} = \text{Total Expenditures} - (\text{Administrative expenditures} + \text{Training expenditures})$$

The total expenditures for career services is equal to the sum of administrative and training expenditures subtracted from the total expenditures.

Training Service Cost Calculations

For Title I Adult, DLW, Youth programs: the average cost of training services per participant is equal to the total expenditures for training services (not including administrative cost) divided by the total number of participants receiving such services.

$$\text{Average Cost of Training Services per Participant} = \frac{\text{Total expenditures for training services (not including administrative cost)}}{\text{Total number of participants receiving such services}}$$

For performance requirements, please view the *OWDI #02-2021: WIOA Core Performance Measures and Performance Success*

SUPPLEMENTAL INFORMATION COLLECTION: This information is the [OWDI #07-2018 Supplemental Information Collection Policy](https://oklahomaworks.gov/wp-content/uploads/2018/06/OWDI-07-2018-Supplemental-Information-Collection.pdf). (<https://oklahomaworks.gov/wp-content/uploads/2018/06/OWDI-07-2018-Supplemental-Information-Collection.pdf>).

EQUAL OPPORTUNITY AND NONDISCRIMINATION STATEMENT: All Recipients, and Sub recipients/Sub grantees must comply with WIOA's Equal Opportunity and Nondiscrimination provisions which prohibit discrimination on the basis of race, color, religion, sex (including pregnancy, childbirth, and related medical conditions, transgender status, and gender identity), national origin (including limited English proficiency), age, disability, political affiliation or belief, or, for beneficiaries, applicants, and participants only, on the basis of citizenship status or participation in a WIOA Title-I financially assisted program or activity.

ACTION REQUIRED: This Oklahoma Workforce Development Issuance (*OWDI*) is to become a part of your permanent records and made available to appropriate staff and sub-recipients.

INQUIRIES: If you have any questions about this issuance, please contact [Policy and Program Staff](#) in the Oklahoma Office of Workforce Development. Contact information can be found at <http://www.oklahomaworks.gov/about/>.

ATTACHMENTS:

- Attachment I: Service List
- Attachment II: Exit Questions
- Attachment III: Outcome Questions

Basic Services (Last Updated: 02/01/2021)

Set Participation	Type	WIOA Services	Adult	Dislocated Worker	Youth	Dislocated Worker	TAA	Re Employment	Trade DWG	Duration of Service
No	BC	Completed TAA Form 856 - TAA Only					X			
No	BC	In-Demand Occupations Information (new service)	X	X		X			X	
No	BC	Job Vacancy/Skill Needs Information (new service)	X	X		X				
No	BC	Labor market Information (new service)	X	X		X		X	X	
No	BC	Orientation to WIOA Services	X	X						
No	BC	Provision of Information on Demand Occupation				X		X	X	
No	BC	Referral to WIOA Services	X	X	X	X		X		
No	BC	Supportive Services Availability Information	X	X		X			X	
No	BC	Training Provider Information	X	X		X				
No	BC	Workforce Information Services	X	X		X			X	

Basic Services – continued (Last Updated: 02/01/2021)

Set Participation	Type	WIOA Services	Adult	Dislocated Worker	Youth	Dislocated Worker	TAA	Re Employment	Trade DWG	Duration of Service
No	Eligibility	Eligibility Determination			X					
No	Follow-up	Follow Up Services – Post Placement				X				
No	Follow-up	Follow-up Services	X	X	X					
No	Youth	Individual Service Strategy Development			X					
No	Training	Incumbent Worker Training	X	X						
No	Support	Needs-Related Payment	X	X						
No	Youth	Objective Assessment			X					
No	Post-exit	Post-Exit Education/Training Leading to Credential	X	X	X					
No	Support	Supportive Service	X	X		X			X	

Basic Services – continued (Last Updated: 02/01/2021)

Set Participation	Type	WIOA Services	Adult	Dislocated Worker	Youth	Dislocated Worker	TAA	Re Employment	Trade DWG	Duration of Service
Yes	BC	50% Eligibility Review Interview - ERI								
	BC	Basic Employability Plan				X				
Yes	BC	Career Guidance	X	X	X	X	X	X	X	
Yes	BC	Customized Labor Market Information	X	X	X	X	X	X		
Yes	BC	Customized Labor Market Information - ERI								
	BC	Customized Online Application Assistance				X		X		
Yes	BC	Employment Application Assistance								
Yes	BC	Federal Bonding Assistance	X	X		X		X		
Yes	BC	Financial Aid Assistance	X	X						
	BC	Focus Career Services				X		X		
Yes	BC	Follow Up – RESEA						X		
Yes	BC	Individual Reemployment Plan - RESEA						X		
Yes	BC	Information on Available Services - RESEA						X		
Yes	BC	Information on Filing Unemployment Claims	X	X		X		X	X	
	BC	Information on Non-Traditional Employment				X		X		
Yes	BC	Initial Assessment	X	X		X	X	X	X	
Yes	BC	Job Development Contacts	X	X		X				
Yes	BC	Job Finding Clubs	X	X		X		X	X	
Yes	BC	Job Finding Club (DWG)							X	
Yes	BC	Job Placement Services				X		X		
Yes	BC	Job Search Planning	X	X		X		X	X	
Yes	BC	Job Search Planning - ERI								
Yes	BC	Job Search Workshop	X	X		X		X	X	
Yes	BC	Job Search Workshop - CR101				X		X		
Yes	BC	Job Search Workshop - DVD				X		X		
Yes	BC	Job Search Workshop - Facilitated				X				
Yes	BC	Orientation to WIOA Services - ERI								

Basic Services – continued (Last Updated: 02/01/2021)

Set Participation	Type	WIOA Services	Adult	Dislocated Worker	Youth	Dislocated Worker	TAA	Re Employment	Trade DWG	Duration of Service
Yes	BC	Placed in Federal Training				X		X	X	
Yes	BC	Recruitment/Referral to Specialized Business Services	X	X		X				
Yes	BC	Reemployment Needs Inventory & Eligibility Review - RESEA						X		
Yes	BC	Reemployment Services & Eligibility Assessment – RESEA						X		
Yes	BC	Referral to Education Services	X	X		X			X	
Yes	BC	Referral to Federal Training supported by Federal Government (I.e. WIOA, TAA, Adult Ed, Voc Rehab)	X	X		X	X	X		
Yes	BC	Referral to Federal/State Assistance Agencies	X	X		X		X	X	
Yes	BC	Referral to Job Openings Other than OKJobMatch				X		X		
Yes	BC	Referral to On-the-Job Training				X				
Yes	BC	Referral to WIA Training				X		X		
Yes	BC	Resume Assistance	X	X		X		X	X	
Yes	BC	Review of Work Search Eligibility - ERI								
Yes	BC	Veterans Case Management Services - Non - VR&E	X	X		X		X		
Yes	BC	Veterans Case Management Services - VR&E	X	X		X		X		
Yes	BC	Veterans Placed in Federal Training	X	X		X		X		
Yes	BC	Veterans Referral for Credentialing Assistance	X	X		X				
Yes	BC	Veterans Referral to Federal Job	X	X		X		X		
Yes	BC	Veterans Referral to Federal Training	X	X		X		X		
Yes	BC	Veterans Referral to VA for Montgomery GI Bill	X	X		X		X	X	
Yes	BC	Veterans Referral to VA for Other Services	X	X		X		X	X	
Yes	BC	Veterans Referral to VA for Post 9/11 GI Bill	X	X		X		X	X	
Yes	BC	Veterans Referral to VR&E	X	X		X		X	X	
Yes	BC	WorkKeys	X	X		X	X	X		
Yes	BC	Workshop - Application & Interviewing				X		X	X	
Yes	BC	Workshop – Barriers to Employment							X	
Yes	BC	Workshop - Computer Basics				X			X	

Basic Services – continued (Last Updated: 02/01/2021)

Set Participation	Type	WIOA Services	Adult	Dislocated Worker	Youth	Dislocated Worker	TAA	Re Employment	Trade DWG	Duration of Service
Yes	BC	Workshop – Educational Scholarships				X				
Yes	BC	Workshop - Ex-offenders				X				
Yes	BC	Workshop - Federal & State Applications				X			X	
Yes	BC	Workshop - Intro to PC Applications				X		X	X	
Yes	BC	Workshop – Job Retention Skills				X			X	
Yes	BC	Workshop - Job Searching Skills								
Yes	BC	Workshop - Resume & Cover Letter Creation				X			X	
Yes	BC	Workshop – Social Media and Works Search							X	
Yes	BC	WOTC Conditional Certification	X	X		X		X		
Yes	BC	WOTC Prescreening	X	X		X		X		

Individualized Career Services (Last Updated: 02/01/2021)

Set Participation	Type	WIOA Services	Adult	Dislocated Worker	Youth	Dislocated Worker	TAA	Re Employment	Trade DWG	Duration of Service
Yes	ICS	Adult Mentoring			8					
Yes	ICS	Alternative Secondary School Offerings & Dropout Recovery Services			2					
Yes	ICS	Career Planning	X	X		X		X	X	
Yes	ICS	Comprehensive Assessment	X	X		X		X	X	
Yes	ICS	Comprehensive Guidance and Counseling			10					
Yes	ICS	Customized Labor Market Information							X	
Yes	ICS	English as a Second Language	X	X						
Yes	ICS	Enhanced Employment Plan				X		X		
Yes	ICS	Financial Literacy Education	X	X	11	X				
Yes	ICS	Group Counseling	X	X						
Yes	ICS	Individual Counseling	X	X						
Yes	ICS	Individual Employment Plan	X	X		X	X	X	X	
Yes	ICS	Instruction Leading to Recognized Credential or Employment	X	X	X					1 day
Yes	ICS	Instruction Leading to Secondary School Completion			X					1 day
Yes	ICS	Internships / Employment Opportunities	X	X	3				X	
Yes	ICS	Job Shadowing	X	X	3					
Yes	ICS	Leadership Development Opportunity			6					
Yes	ICS	Out of Area Job Search assistance	X	X						
Yes	ICS	Out of Area Relocation Assistance	X	X						
Yes	ICS	Postsecondary Preparation and Transition Activities			14					
Yes	ICS	Pre-apprenticeship Program	X	X	3					
Yes	ICS	Proficiency Testing	X	X		X		X		
Yes	ICS	Short Term Pre-Vocational Services	X	X		X				
Yes	ICS	Soft Skills	X	X						
Yes	ICS	Subsequent Follow Up – RESEA						X		
Yes	ICS	Summer Employment/Internship			3					

Individualized Career Services – continued (Last Updated: 02/01/2021)

[illegible]

Training Services (Last Updated: 02/01/2021)

[illegible]

Exit Questions

Attachment II: Exit Questions

OKJobMatch

Helpful Hint:

Complete each section of the exit questions on a case by case basis.

This selection is **required** for every WIOA participant.

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Exit Detail for WIOA

Exit Detail for WIOA

Exit Detail for WIOA for **Richard D. Participant**

Exit Date: **11/03/2020**

Other reasons for exit



Make Selection Below



This section is for the exclusionary exit category.

Recalled by layoff employer

☐ Yes

☒ No

This section is if the client was recalled by the layoff employer.

In-School Status

Not attending school - high school graduate



This section is imperative! Complete the in-school status by the client's initial demographic snapshot.

☐

Exit Questions - continued

Entered non-traditional employment	<input type="text" value="N/A"/>	Is the employment Non-Traditional as in a career that is traditionally for women or for men? (i.e. <i>Trucking Industry or Nursing</i>)
Has participant been released from incarceration?	<input type="text" value="N/A"/>	This section is for the exclusionary exit category.
Date Released from Incarceration	<input type="text" value="mm/dd/yyyy"/>	
Employment type	<input type="text" value="Placed in Unsubsidized Employment"/>	
Self-employed	<input type="text" value="No"/>	Self-Employed- Is the client working as an independent contractor, LLC, or self-proprietor?
Starting Hourly Wage at Exit	<input type="text" value="18.75"/>	What are the <i>wages</i> the client is earning per <i>hour</i> ?
Hours worked in last week	<input type="text" value="40"/>	How many <i>hours</i> does the client work per week or an average?

Subsidized employment is work with earnings provided by an employer who receives a subsidy for the creation and maintenance of the employment position.

Unsubsidized employment is work with earnings provided by an employer who does not receive a subsidy for the creation and maintenance of the employment position.

Click save.

Exit Questions - continued

How to Complete the Exit Questions Checklist (This selection is required for every WIOA participant)

Upon the Client's exit from the respective-WIOA program, answer the following questions:

- A. Other Reason or Exit- (*Exclusionary Exits Only*) ☐
- B. Recalled by layoff employer- Answer: (Yes or No) Based upon the client's casefile. ☐
- C. In-School Status- At the time the client had enrolled into the WIOA Program. ☐
NOTE: Answering only the In-School Status question will not remove client from the 'Exited and Exit Questions Not Completed' report. ☐
- D. Upon Exit and Job Placement- The information related to the occupational code, training related employment and nontraditional employment can be based on any job held after exit, not just the first job. ☐ XXX
Use as many digits of the 8 digits of the O*Net occupational code as possible. The code entered should be based on the most recent job.
 - 1. Enter the Occupation Code from O*NET (You may use the O*Net Code Look Up if you are not sure of the code). ☐
 - 2. Enter the Placement Date (The Hire Date the Client began the training related or non-training related position) {Please remember the goal of WIOA is for the client to obtain training related employment and sustain and maintain it.} ☐
 - 3. Enter the training related employment (Select One from the following: Yes; No; Training Did Not Impart Job Specific Tasks; Relationship of employment to training cannot be determined, or N/A) ☐
 - 4. Methods used to determine training related employment: (Select One from the Following: Comparison of the occupation codes between the training activity and the job; Comparison of the industry of employment with the occupation of training using an appropriate crosswalk; Other appropriate method; or N/A) ☐
 - 5. Entered non-traditional employment- (Select from the following in the Drop-box: Yes; No; N/A) ☐
 - 6. Has participant been released from incarceration? - (Select from the following in the Drop-box: Yes; No; N/A) Helpful Hint: - (*Exclusionary Exits Only*) ☐
 - 7. Date Released from Incarceration: (Enter the date the client was released from incarceration) Helpful Hint: - (*Exclusionary Exits Only*) ☐
 - 8. Employment type- (Select from the following in the Drop-box: Placed in Unsubsidized Employment; Placed in Subsidized Employment; Entered Military Service; Entered a Pre-Apprenticeship Program; Entered a Registered Apprenticeship Program) ☐
 - 9. Self-employed- (Select from the following in the Drop-box: (N/A; Yes; No) ☐
- E. Starting Hourly Wage at Exit- Enter the Amount per hour the client began earning at this job. ☐
- F. Hours Worked in Last Week- Enter the number of hours the client work in the previous week, if it is a bi-weekly pay, then enter the most previous bi-weekly hours for one week. (i.e. 40 hours). ☐
- G. After you have completed answering the Exit questions, you must select **"Save"**. ☐

Outcome Questions

Attachment III: Outcome Questions

OKJobMatch

LOG OUT



Home



Logout



Print



First Quarter Outcomes for WIOA

Related Links: [Second Quarter after Exit](#) | [Fourth Quarter after Exit](#)

Program Registration Date 01/25/2020

Program Exit Date: 11/03/2020

First Quarter Outcomes for Workforce Innovation and Opportunity Act

If in employment, is it one of the following?

- ☐ In a Registered Apprenticeship
- ☐ In the Military

Select the *outcome* that meets the client's employment.

If the client is not in either than click the save button.

Click Save.

Outcome Questions - continued

Second Quarter Outcomes for WIOA

Related Links: [First Quarter after Exit](#) | [Fourth Quarter after Exit](#)

Program Registration Date: 01/25/2020

Program Exit Date: 11/03/2020

Second Quarter Outcomes for Workforce Innovation and Opportunity Act

If in employment, is it one of the following?

- ☐ In a Registered Apprenticeship
- ☐ In the Military

Select the *outcome* that meets the client's employment.

If the client is not in either than click the save button.

Outcome Questions - continued

Fourth Quarter Outcomes for WIOA

Related Links: [First Quarter after Exit](#) | [Second Quarter after Exit](#)

Program Registration Date 01/25/2020

Program Exit Date: 11/03/2020

Fourth Quarter Outcomes for Workforce Innovation and Opportunity Act

Credential Rate
Information

Occupational Skills Licensure



Use the drop down
menu to select the
correct credential
attained.

Date of Attainment

02/12/2020

Enter the date the participant earned
the postsecondary credential (AD/DLW)
or the Secondary education
credential.

Second Credential
Rate Information

Please Select



Date of Attainment

mm/dd/yyyy

Third Credential Rate
Information

Please Select



Date of Attainment

mm/dd/yyyy

If in employment, is it one of the following?

☐ In a Registered Apprenticeship

☐ In the Military

Complete this
section if it pertains
to the client's
casefile.

Outcome Questions - continued

How to *Complete* the Outcome Questions:

Outcome Questions:

Upon the Client's exit from the respective-WIOA program: This selection is **required** for every WIOA participant.

Answer the following questions:

A. Complete the **First Quarter After Exit Outcomes for WIOA:**

1. Answer the following questions based upon the client's casefile.

"If in employment, is it one of the following?"

___ In a Registered Apprenticeship

___ In the Military?

Step One: If the client is not employed or the military or a Registered Apprenticeship, the case manager will not select either answer.

Step Two: The last step is to select save at the bottom of the screen.

B. Complete the **Second Quarter After Exit Outcomes for WIOA:**

1. Answer the following questions based upon the client's casefile.

"If in employment, is it one of the following?"

___ In a Registered Apprenticeship

___ In the Military?

Step One: If the client is **not** employed or the military or a Registered Apprenticeship, the case manager will not select either answer.

Step Two: The last step is to select save at the bottom of the screen.

C. Complete the **Fourth Quarter Outcomes for WIOA:**

1. Answer the following questions based upon the client's casefile.

Credential Rate Information

Select the following from the Drop-Down Menu:

- High School Diploma/ or Equivalency
- AA or AS Diploma/ Degree
- BA or BS Diploma/ Degree
- Graduate/Postgraduate
- Occupational Skills Licensure
- Occupational Skills Certificate
- Occupational Certifications, includes Registered Apprenticeships, and Career and Technical Education

If the client attained a credential, you **must** choose the correct credential from the drop down menu.

If the client did not complete a credential then you **must** select, "No Recognized Credential."